

CACFP CHILD CARE CENTER SPONSOR SITE MONITORING

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Date _____ Institution _____ Facility _____

Visit # 1 ____ 2 ____ 3 ____

Announced ____ Unannounced ____

Meal Observation Yes ____ No ____

Approved 3-28-05

SUBJECT AREA	YES	NO	N/A	COMMENTS
<u>CIVIL RIGHTS</u>				
1. Are the "And Justice for All" and "Building for the Future" posters posted in a location visible to parents?				
2. Do CACFP materials (menus, newsletters, etc.) provided by site include the non-discrimination statement?				
3. Has the site received any complaints alleging discrimination? If yes, have the complaints been reported to the State Agency?				
<u>LICENSING</u>				
4. Is site in compliance with licensed capacity?				
5. Is license current and posted? Or if license exempt, is self-certification checklist on file?				
<u>ENROLLMENT</u>				
6. Are enrollment records available for each child?				
7. Are enrollment records current and updated annually?				
8. Has all required information been entered including normal days and hours in care and normal meals served?				
<u>FREE AND REDUCED PRICE APPLICATIONS</u>				
9. Are applications or direct certifications available for each child claimed as free or reduced price?				
10. Are all applications complete, current and approved correctly?				
<u>TRAINING</u>				
11. Have all key staff at this site received training from sponsor on CACFP key topics appropriate to their duties prior to program operations and within the last year as evidenced by training agenda and signatures?				
12. Is there evidence that sponsor training has been applied by key staff?				
<u>MENUS AND MEAL PRODUCTION</u>				
13. Are dated daily production records available for each meal?				
14. Is actual record of food prepared and served completed on all meal production records?				
15. Do menus and meal production records meet meal pattern requirements and reflect good nutrition and variety?				
16. Are changes recorded on menus and meal production?				
17. Is amount of food served sufficient for the total number of children/adults who ate the meals?				
18. Are only creditable foods being counted as part of reimbursable meals?				
19. If center enrolls infants, are infant meal records kept and correctly recorded?				
<u>MEAL COUNTS</u>				
20. Are daily dated, point of service meal count records used?				
21. Are children claimed in the correct benefit category?				
22. Were meal counts by category and type correctly combined and recorded for 5 consecutive days?				
23. Were meals for these five days verified by free and reduced price applications, sign in/sign out and enrollment records?				
24. Is there evidence of a block claim? If yes, note reason, determine if it is reasonable and conduct household contacts.				

SUBJECT AREA	YES	NO	N/A	COMMENTS
<u>FINANCIAL RECORDS</u>				
25. Are costs of food, non-food program items, and labor directly attributable to the CACFP documented?				
26. Are all receipts available?				
27. Does the food purchased support the menus and meal production records?				
<u>MEAL SERVICE</u>				
28. Meal service observed: _____				
29. Classroom(s) observed: _____				
30. Was the meal served pre-plated (individual) or family style? _____				
31. If family style, was each child encouraged to take the correct portion size?				
32. If family style, was enough food available at each table to offer the correct portion size to all children?				
33. Were meal counts taken and recorded at the point of service?				
34. Does the meal observed meet meal pattern requirements?				
35. Was the meal production record correctly completed for the meal observed?				
36. Are there medical statements on file to justify food substitutions for individual participants?				
<u>HEALTH, SAFETY AND SANITATION</u>				
37. Are the refrigerator(s) in kitchen and classrooms clean and odor free?				
38. Are thermometers present in food storage areas and are safe temperatures maintained? (Refrigerator 41 degrees or cooler, freezer 0 degrees or below, dry storage 70 degrees or below).				
39. Is food properly stored in refrigeration and dry storage areas?				
40. Is food stored at least 6 inches off the floor?				
41. Are cleaning supplies and other toxic materials stored away from food and out of reach of children?				
42. Are there any visible fire, health, safety or sanitation hazards?				
<u>MISC.</u>				
43. Is site providing WIC information to parents or posting the flyer?				
44. Does the site follow the drug-free workplace policy?				

Site commendations and problem areas needing corrective action: If corrective action is required, specify what corrective action the site needs to take and the date the corrective action is due.

Follow up (if needed) date and results:

Signature of Site Director

Date

Signature and Title of Monitor

Date